

Regulations on the use of the library

Terms:

Library	A structural unit of "Turiba University" LTD which functions in accordance with the Library regulations
Library user	identified or identifiable natural person (data subject) who uses the services of the Library and is registered on the Library database "Alise" (hereinafter - BIS)
Electronic registration	information resources handed out to the library user registered on BIS
Library resources	information resources registered in the Library according to due procedure accessible to Library, Users
Free access subscriber copies	Information resources accessible for independent use by Library users on the 1st floor of the Library,
Night subscription	service that offers the opportunity to use information resources in the Library reading room beyond the working hours of the Library
Library subscriber	natural person who has availed a Library subscription or a legal entity who has concluded a contract
Annual fee	The fee paid by guest subscribers of the Library for the use of Library information resources beyond the Library premises.
Books for long-term use	marked as MAC- academic literature in the electronic catalogue and handed out for a semester; marked as FIL in the electronic catalogue and available at Turiba branches; marked as PAS- methodological literature in the electronic catalogue accessible to academic personnel; marked as ABO with yellow labels in the electronic catalogue and handed out for personal use for 28 days
Use of library resources in the reading room or using "Night Subscription"	- marked as LAS with red labels in the electronic catalogue to be used in the reading room or for personal use or using the night subscription (appendix No.3) service; - marked as KRA in the electronic catalogue with light blue labels, a part of the closed Library resources – handed out by the librarian upon request; to be used only in the reading room

Student works	qualification papers, bachelor and master's theses of the BAT students of the past 6 years evaluated with "7" and doctoral theses issued upon request for use only in the Library reading room
Computerized and silent reading-room	2nd floor of the Library with computer workstations and internet connection, access to scanners, printer and copiers, periodicals and electronic information resources (electronic databases, etc.)
Book drop box	a service for returning the Library information resources
Personal data	Personal data is any data that concerns the data subject;

1. General Provisions

- 1.1. The regulations on the use of library (hereinafter - the Library) of "Turība University" LTD. (hereinafter - BAT) regulates the procedures for the provision of Library services by librarians, the printed materials and other documents (information resources) that could be handed over to users for use, determines the types of free and paid services, the range of Library users, their rights and obligations, the value of printed or other documents, damages and late return fines and the procedure for reimbursement in case of damage, loss etc. of information resources handed out for use as well as other issues related to the use of the Library.
- 1.2. The regulations on the use of the library have been drafted in compliance with the Library Law, the Library Regulations, Regulation No. 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC (General Data Protection Regulation) and other laws and regulations. All Library users can read these regulations on the use of the Library that are accessible to users at the Library premises as well as on the website <http://www.turiba.lv/lv/Studies/biblioteka/109/>
- 1.3. The Library users are BAT students, BAT graduates, BAT staff, students of professional development centre (hereinafter PIC), Libraries subscribers, as well as any legal or natural person who uses Library services and who has obtained the Library users status as specified in these regulations.

2. Acquisition of Library user's status

- 2.1. One can become a Library user by registering at the Library.
- 2.2. Registration can be done as follows:
 - 2.2.1. Natural persons - by showing their passport, personal ID, driver's licence< ISIC, ITIC, BAT personnel ID, BAT alumni card, residence permit for Latvia (for foreigners);
 - 2.2.2. Personal data of BAT students and BAT staff are accessible electronically on the BAT information system.
 - 2.2.3. Legal entities - its authorised representatives by concluding a contract with BAT on the use of Library services.
- 2.3. During the process of registration the Library visitors:
 - 2.3.1. can familiarise themselves with the regulations on the use of the Library;
 - 2.3.2. provide the Library staff with the data necessary for registration (name/surname, personal ID /date of birth, declared place of residence, telephone number, email), receive their user name and password to access and use the Library's electronic catalogue (hereinafter - Catalogue) service and check and update the user information in the catalogue.
 - 2.3.3. The Library subscriber has to complete an application form (appendix No. 1)

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- 2.4. If the data subject does not provide the information stipulated in the regulations on the use of the Library they cannot become a Library User and avail the services of the Library.

3. Procedure for provision of Service to Library users

- 3.1. Upon visiting the Library the Library user has to show one of the following documents: passport, personal ID, driver's licence, ISIC, ITIC, BAT personnel ID, BAT alumni card or Library card issued by the Library (appendix No.2).
- 3.2. Information resources can be handed out to Library users who do not have any kind of obligations towards BAT.
- 3.3. Only those information resources registered on BIS by entering the data on the information resource and the user can be handed out for use outside the Library premises.
- 3.4. The electronic form serves as the recording system of the use of the library and it is valid without user authorisation with personal signature.
- 3.5. The terms for the use of information resources by the Library user are set out in accordance with those set out in BIS.
- 3.6. The following information resources can be handed out for use outside the Library premises:
 - 3.6.1. for 28 days to BAT students including those on academic leave and BAT personnel - one copy each of subscribed (hereinafter ABO) information resources, magazines from the previous year, video, audio cassettes, CD, BAT but not more than 25 units altogether;
 - 3.6.2. for 28 days to BAT alumni and Library users - two books labelled ABO or MAC;
 - 3.6.3. for 28 days or till the end of the semester for students of PIC in accordance with their programme -books labelled ABO or MAC
 - 3.6.4. for the whole semester to BAT students including those on academic leave- books labelled MAC
 - 3.6.5. for the study year to BAT academic personnel - Information resources labelled PAS.
 - 3.6.6. Night subscription - issue of information resources labelled LAS in accordance with regulations on the use of the service (appendix No.3).
- 3.7. The deadlines for handing in/returning books and information resources (ABO, MAC, PAS) can be extended at the Library premises or by sending an email to biblioteka@turiba.lv, by telephone or through the catalogue / <http://w3i.turiba.lv/Alise/lv/home.aspx>, if no other user has requested the resource and the user has no outstanding obligations towards BAT
- 3.8. Use of Catalogue: using the user name and password received at the Library, one can view data about information resources issued and the dates of their return as well as request the Library to extend if necessary book labelled ABO or MAC or reserve ABO or MAC resources available at the Library, or queue up for information resources that have been issued to other users
- 3.9. The Library shall review all applications within 24 hours (with the exception of holidays and weekends).
- 3.10. Library users can avail the information resources that were reserved electronically within 3 working days. If the User does not avail the electronically reserved information resources within the terms mentioned above the reservation shall be cancelled and reserved for the next user in the queue.
- 3.11. Books and other information resources of the Library can be returned to the Library or by using the book drop box placed outside the premises of the Library near its entrance doors.
- 3.12. The book drop box is emptied when necessary but not less than 3 times during the Library working hours and the information resources returned are registered on BIS.
- 3.13. It is the duty of the Library user to ascertain through the catalogue or by phoning or emailing the Library whether the resources returned have been registered on BIS.

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- 3.14. Fines for late returns shall be paid at the BAT cash desk or by transferring money to the BAT bank account indicating the purpose of the transfer. Users whose contracts with BAT have been terminated shall immediately pay the fines in accordance with the "Turiba University" LTD rates for rent and services. III. Rates for the use of BAT resources (S22/3).
- 3.15. If the term of return for books or other information resources is overdue, the librarian shall upon the request of the user take a printout from the information system with data about the return dates and the penalty.
- 3.16. Persons who have outstanding obligations towards the Library and whose penalty for unreturned books and other resources exceed 3.00 EUR shall be placed on the STOP list. The person's name shall be removed from the STOP list the day when the obligations are settled.
- 3.17. The procedure for issuing student works at the Library:
 - 3.17.1. Student works can be searched and selected from the BAT electronic catalogue or from lists placed near the works.
 - 3.17.2. Student works shall be issued upon request to Library users only to be used in the Library reading room; all student works shall be returned to the Library at the end of working hours.
 - 3.17.3. It is forbidden to copy student works.
- 3.18. BAT students may use the computers, scanners and printers of the reading-room without additional charge in accordance with the limits defined by BAT. In case the limits are exceeded or if they are not defined, the computers, scanners and printers may be used in accordance with the prices set out by paying in advance at the BAT cash desk. All other Library users may use the Library services in accordance with the prices set out in the "Turiba University" LTD rates for rents and services. III. Rates for the use of BAT resources (S22/3).
- 3.19. The Library makes copies of information resources in accordance with copyright regulations as well as regulations on personal documents of individuals.
 - 3.19.1. In case of a queue priority is given to those who wish to make copies of Library documents.
 - 3.19.2. If more than 20 pages must be copied, users must agree with the Library employee on the time required for performing the task and the order must be paid for in advance.
 - 3.19.3. The documents must be submitted for copying at least 30 minutes before closing of the Library.
- 3.20. The Library shall bind materials in accordance with "Turiba University" LTD rates for rents and services. III. Rates for the use of BAT resources (S22/3).
- 3.21. The Library shall bind materials for structural units free of charge and record the same in a register with the signature of the relevant personnel. The procedure for order execution:
 - 3.21.1. In order to ensure timely execution of the order, it is best to submit the order 12 hours in advance.
 - 3.21.2. If execution of the order is necessary before above mentioned 12 hours, the customer agrees with the library employee about time required for the execution of the order.
- 3.22. The Library and the user shall both follow the regulations on Copyright while photocopying documents and books:
 - 3.22.1. the amount of pages copied shall not exceed the limits set out in the regulations on standard use of the book and shall not restrict or infringe copyrights of the author (article 18 , part II);
 - 3.22.2. the title of the book and the name of the author shall also be copied(or fixed in some other way) (article 18 , part II).

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4. Rights of the Library user

- 4.1. To receive and use information resources accessible in the Library resources.
- 4.2. To use databases, information search systems and other Library offered services.
- 4.3. To borrow information resources for a specific period of time for personal use or use in the Library reading room.
- 4.4. To request extension of period of use of the borrowed Library information resource in accordance with clause 3.7.
- 4.5. To receive consultation on the use of the catalogue, electronic databases and other information resources.
- 4.6. To receive free and paid services: internet, printing, copying, scanning, binding, recording on CD etc. and other Library services in accordance with "Turība University" LTD rates for rents and services. III. Rates for the use of BAT resources (S22/3).
- 4.7. To purchase books on sale.
- 4.8. To receive the user name and password of the Library for working with the internet catalogue and communication with the Library.
- 4.9. To place personal items (computers, books etc.) in individual lockers at the Library for a period of time and get the keys to the lockers from the BAT Librarian.
- 4.10. To provide proposals for enhancing and improving the Library information resources.
- 4.11. To access one's own personal data that is being processed by the Library and to receive information regarding one's personal data in accordance with the normative enactment requirements.
- 4.12. To ensure that Turība corrects the user data ensuring that any incomplete personal data is updated;
- 4.13. To request erasure of personal data when the data is no longer necessary for the purposes for which they had been gathered. The Library user can revoke one's consent if there are no legal grounds for the processing of the data or he/she objects to the processing of the data in accordance with the regulations or the data is being processed illegally. The use of this right may be restricted in situations provided for in the Regulations;
- 4.14. To request that BAT restrict the processing of data in case:
 - 4.14.1. the Library user contests the veracity of data - for a time period when the Library can check the veracity of the data;
 - 4.14.2. the processing is illegal and the Library user objects to the erasure of the data and requests the restriction of use of the data instead;
 - 4.14.3. Library does not need any processing of personal data, but it is necessary for the Library user to raise, implement or defend legitimate requirements;
 - 4.14.4. The Library user has objected to the processing until it has been verified that the legitimate reasons of the Library are not more important than the User's legitimate grounds;
- 4.15. To object to the processing of personal data provided the Library has no legitimate grounds for processing the personal data.
- 4.16. To withdraw consent at any time, if this is the sole legal basis for the processing, without prejudice to the lawfulness of the processing based on the consent given before the withdrawal;
- 4.17. To submit a complaint to the supervisory authority - the State Data Inspectorate.

5. The obligations of the Library user

- 5.1. To follow the regulations on the use of the library. A fine to the amount of EUR 10.00 – EUR 30.00 can be applied in accordance with the clause 8 of the internal

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- regulations of "Turiba University" LTD for non-adherence of the regulations on the use of the Library.
- 5.2. to show document (passport , personal ID, driver's licence, ISIC, ITIC, BAT personnel ID, BAT alumni card or Library card issued by the Library
 - 5.3. To use the Library resources in accordance with the requirements of the Law on copyrights of the Republic of Latvia.
 - 5.4. To make rational use and take care of the information resources issued for use.
 - 5.5. To follow the terms and dates for the borrowed information resource and return it to the Library within the deadlines.
 - 5.6. To pay a fine for late return of information resources borrowed from the Library in accordance with "Turiba University" LTD rates for rents and services. III. Rates for the use of BAT resources (S22/3).
 - 5.7. To replace the lost or damage information resource with a similar one or one of the same value. If it is not possible to replace the lost or damaged information resource to compensate its value in accordance with "Turiba University" LTD rates for rents and services. III. Rates for the use of BAT resources (S22/3).
 - 5.8. After use of books and magazines in the reading-room to place them on the indicated place for record keeping purposes.
 - 5.9. To follow mutual cultural norms and rules of behaviour: not disturb other Library users, not to make noise and observe hygiene requirements.
 - 5.10. To observe silence and switch off mobile phones in the silent reading room.
 - 5.11. Upon expiration of the contractual liabilities with BAT, to return to the Library all borrowed information resources.
 - 5.12. To inform in written about any changes mentioned in the clause 2.3.2. of the Regulations herein regarding personal information not later than five working days from the moment any such changes were made.

6. Processing personal data at the Library

- 6.1. The controller of Library users' personal data is Turiba University, registration No. 40003135880, Graudu street 68, Riga, LV-1058, www.turiba.lv
- 6.2. The contact person for issues related to processing of personal data is the Director of the Library Ludmila Vijumova, telephone 67646598, e-mail: ludmilav@turiba.lv.
- 6.3. The basic purpose for data processing in the Library is the provision of services to the users of the Library, the fulfilment of the functions, rights and obligations specified in the Library Regulations and Library Law.
- 6.4. In accordance with the basic purposes specified in sub clause 6.3 of the regulations herein, personal data of Library users may be processed for the fulfilment of the agreement on the acquisition of education (in cases where the Library user is a student), to identify users of the Library, to keep records, account and control their liabilities, communicate with the Library user and processing data for investigating and preventing incidents.
- 6.5. The legal basis for the processing of Library Users' data is the Regulation No. 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC (General Data Protection Regulation), Article 6, paragraph 1, point (a), (a)the data subject has given consent to the processing of his or her personal data for one or more specific purposes; b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract; c) processing is necessary for compliance with a legal obligation to which the controller is subject; f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.
- 6.6. BAT's legitimate interests are the planning, recording, storage of the Library resources.

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- 6.7. Library Users' personal data may be transferred to "Tieto Latvia" LTD for purposes of entering the data into the system BIS, for maintaining, preventing disturbances to the system and to BAT structural units.
- 6.8. The Library User's data may be stored till the end of the calendar year when obligations with BAT are terminated or the Library user has refused to use Library services except for cases when the Library User has some outstanding obligations towards the Library.

7. Regulations on the use of BIS "Alise"

- 7.1. The Library user can consult and inform the Library regarding the use of BIS and the procedures for the use, errors reported or inaccessibility of BIS.
- 7.2. The Library user actions on BIS shall be recorded by technical means (audited) to ensure the protection and security of the BIS and its data.
- 7.3. It is the duty of the Library User to immediately notify the Library regarding any kind of loss of one's authentication data or other security incidents, unauthorised use of the system and other system security related issues.
- 7.4. Library users are not allowed to:
 - 7.4.1. to give their BIS passwords to third persons. Only Library users who have been granted passwords can use it;
 - 7.4.2. to store passwords in visible or places easily accessible to other persons;
 - 7.4.3. to perform actions that are aimed at avoiding or damaging BIS security system procedures or are unauthorised and illegal.
- 7.5. In case of non-adherence of the regulations herein the BIS user rights can be revoked, annulled or blocked.
- 7.6. In case any substantial damage has been caused to BAT due to non-adherence of the regulations herein by the User, he/she shall be held responsible in accordance with the normative enactments that are in force.

Library Director

L.Vijumova

"Turiba University" LTD
Registration No.40003135880
68 Graudu Street, in Riga, LV –1058

Library SUBSCRIPTION

SUBSCRIPTION user

BAT alumni

Library guest

Library user of the reading room

Name, surname _____

Personal ID/Date of Birth _____

Declared place of Residence

Telephone _____ email _____







I testify that I am familiar and accept the regulations on the use of the Library.

SUBSCRIPTION user's signature _____

Riga

_____._____ 201_

Library User card

 <p>Username and Password</p> <input data-bbox="545 524 758 595" type="text"/> <p>www.turiba.lv → Studies → Library → I-Library → I-library → Username/Password</p>	 <p>Username and Password</p> <input data-bbox="1184 524 1396 595" type="text"/> <p>www.turiba.lv → Studies → Library → I-Library → I-library → Username/Password</p>
 <p>Username and Password</p> <input data-bbox="545 994 758 1066" type="text"/> <p>www.turiba.lv → Studies → Library → I-Library → I-library → Username/Password</p>	 <p>Username and Password</p> <input data-bbox="1184 994 1396 1066" type="text"/> <p>www.turiba.lv → Studies → Library → I-Library → I-library → Username/Password</p>
 <p>Username and Password</p> <input data-bbox="545 1464 758 1536" type="text"/> <p>www.turiba.lv → Studies → Library → I-Library → I-library → Username/Password</p>	 <p>Username and Password</p> <input data-bbox="1184 1464 1396 1536" type="text"/> <p>www.turiba.lv → Studies → Library → I-Library → I-library → Username/Password</p>

BAT regulations on the use of the **Night Subscription** service of the Library

1. The regulations herein set out the procedure of use of the Night Subscription service provided by the Library of "Turiba University" LTD (hereinafter - BAT).
2. Night subscription is a service that offers the opportunity to borrow and use resources on-site (printed matter, books, periodicals, etc.) beyond official Library working hours.
3. BAT students, alumni, lecturers and employees who comply with the regulations on the use of the Library and have not exceeded the deadlines for returning documents, as well as have met all obligations regarding unreturned books and paid penalties for late return if any are entitled to avail the service.
4. No more than three information resources (without any possibility of extending the term) shall be issued at the same time during the last half hour of the Library's working time. If the requested information resource is being used by another user at that time, then one shall have to wait until the user has finished using it.
5. The issue is recorded by the BAT Library employee in the Library Information System (BIS) "Alise".
6. The issued information resources should be returned to the Librarian the next Library day before 12:00 (The book drop box cannot be used).
7. Night subscription is a paid service, and the library collects EUR 0.50 (for each information resource) for the use of this service.
Failure to comply with the deadline for the return of the information resources must be paid in accordance with "Turiba University" LTD rates for rents and services and rates for use of BAT resources (S22 / 3) and shall be to the amount of double the Night Subscription Service fee (1.00 Euro per hour per unit) .
8. The Library is entitled to deprive the Library user of this service until the end of the academic year in case of repeated failures (two remarks) to comply with the deadlines for return of information resources.
9. The Library user is responsible for the resources of the BAT Library that have been issued to him - information resources.
10. In the event of the loss or damage of an information resource, the user of the Night Subscription pays a sum corresponding to the value of the information resource specified by the specialists dealing with the purchase of information resources for BAT library.
11. The Library user shall familiarise himself/herself with the terms of the Night Subscription service while availing information resources through the Service.